

# ROANOKE CO-OP BOARD OF DIRECTORS

## AGENDA

Location: WebEx/CoLab Conference Room A hybrid

Date: May 15, 2023

Time: 5:30pm

Time	Topic	Documents	Presenter	Outcome
5:00 – 5:30	Gather, share food, informal discussions, settle			Eat, enjoy
	<b>Preliminaries</b>			
5:30 – 5:35	Agenda Review, Check-in	Agenda	Chair	Decide
5:35 – 5:40	Review & Approve Last Meeting's Minutes	Draft Minutes	Secretary	Decide
5:40 – 5:45	Member Comment Time		Chair	Listen
	<b>Board Education</b>			
5:45 – 6:25	Board Compensation & Accountability	Video, Attachment	Education Committee	Discuss
6:25 – 6:35	<b>Process Discussion</b>			
	Developing shared expectations around email	Suggested Guidelines	Chair	Discuss
6:35 – 6:40	<b>Break</b>			
	<b>GM Reporting</b>			
6:40 – 6:45	Monthly update report	GM FYI reports	GM	Quick Q&A
6:45 – 6:55	B4: Membership Rights & Responsibilities	Monitoring reports	GM	Decide (Use Decision Tree)
6:55 – 7:15	<b>Self-Monitoring</b>			
	C4: Board Meetings	Policy, Survey Results	Secretary	Discuss
7:15 – 7:20	<b>Board Decisions (Exec. Session)</b>			
	Ad hoc committee for legal issue	Draft Charter	Chair	Discuss, Decide
7:20 – 7:25	<b>Closings</b>			

	Review Decisions, Tasks, Assignments		Secretary	Discuss
<b>7:25 – 7:30</b>	Review Board Calendar	Calendar		Discuss
	Preview next meeting topics		Chair	Discuss
	Debrief/Evaluate Meeting	Q's in memo		Discuss
	Adjourn Meeting			Decide
<b>7:30</b>	<b>Goodbye, good job!</b>			

### **Attachments**

1. April Draft Minutes
2. Director Discounts at the Register
3. Email Expectations – Discussion Starter
4. GM Reports – B4: Membership Rights & Responsibilities
5. Monitoring Report Decision Tree
6. Board Monitoring Policy – C4: Board Meetings
7. Board Monitoring Survey Results
8. State Statute Compliance Committee Draft Charter
9. Executive Committee Report
10. Education Committee Report